Widener University

Legal Education Institute
Registrar's Office

Request Form for Students/Alumni
Legal Education Institute

Student Name (print):_____ Former/Maiden Name:_____

Student ID Number:_____ Daytime Telephone: ( )_____

Academic Program: _____ Paralegal Bachelor Degree _____Paralegal Associates Degree _____ Paralegal Certificate
_____Legal Nurse Consulting Program

Currently Enrolled (circle): YES or NO Graduation Date or Anticipated Graduation Date:_____

Transcript Request: **T**
_____**Official Transcript** (sealed)
To be presented to recipient as is
_____**Unofficial Transcript** (student copy)
May be duplicated by student

ranscript Processing:
_____Hold for current term grade release
_____Hold for degree notation
_____Process now

Reason for Transcript Request: _____Career Development Event _____Clerkship/Externship _____Employment
_____Graduate/Professional School _____Personal Records/Other _____Transfer

Letter Request: **A**
_____**Enrollment Verification**
_____**Letter of Academic Standing**
_____**Grade Report -** *Indicate Term* _____

ddress letter to:_____"To Whom It May Concern"
_____ Other:_____

Other specifics to include in letter:
_____

Method to Deliver Requested Item:
_____Pick-up by student/alumnus
_____Mail requested item to:_____
_____
_____
_____

No transcript will be prepared for any individual whose financial obligations to Widener University have not been met.

Transcripts cannot be emailed or faxed to any recipient.

Student Signature_____ **Date**_____

There is a $2.00 fee for each transcript requested. Cash or check made payable to Widener University School of Law is accepted. Requests are processed within 24 hours of receipt of the completed form. During peak periods, additional processing time may be required.

Submit this form in person or by mail to the attention of the Registrar's Office to the address indicated below.

***For Office Use Only*:** Date Received:_____ Amount Received:_____ Cash or Check #:_____
Date Processed:_____ Processed by: _____ ***Form revised on 02/13/13***

Widener University Law Center, Office of the Registrar, 4601 Concord Pike, Wilmington, DE 19803-0474
t: 302-477-2170 f: 302-477-2258 www.law.widener.edu